

# **VRIS UPDATE**

**Job Planning Discussion Guide  
Job Planning Discussion Evaluation Worksheet  
08/29/2007  
Number 109**

## **SUMMARY OF UPDATES**

The Job Planning Discussion Guide and Job Planning Discussion Evaluation Worksheet have been revised. The revisions were made to correspond to revisions made in the Discover the Job That Works for You Booklet. Those revisions included eliminating the What Services Do I Need worksheet from the Booklet, including the IPE in the Booklet, and perforating the Hotline for Disability Services worksheet and the IPE to give to the consumer. The Booklet copy of the Hotline for Disability Services and IPE Terms should be removed from the Booklet and given to the consumer. The IPE Job Goal, Services, and Supports should be copied and the copies given to the consumer. The Booklet copy of the IPE Job Goal, Services, and Supports are placed in the case record.

## **VRIS POSTING**

The revised Job Planning Discussion Guide has been placed on VRIS under Case Service Forms and Worksheets. The revised Job Planning Discussion Evaluation Worksheet has been placed on VRIS under Administrative Forms.

## **TEAM COMMUNICATION**

Office Directors should review these changes with their staff at their next Team Meeting. All new staff will receive a laminated copy of the Job Planning Discussion Guide when attending Front End Process Training. Office Directors, Program Directors, or local office staff observing a Job Planning Discussion should immediately begin using the revised Job Planning Discussion Evaluation Worksheet.

## **LEADERSHIP CONTACT**

Dennis King, 402.471.7827, [dennis.king@vr.ne.gov](mailto:dennis.king@vr.ne.gov)